Overview
The final step in the Freddie Mac delivery process entails building forms, a function known in the Selling SystemSM as Create Certification Forms. The forms are Form 996E, Warehouse Provider Release and Transfer, and Form 1034E, Note Cover Sheet. This resource document focuses on Form 996E and will assist you with:

- How to Enter Settlement Details
- Steps to create / build Form 996E and Appendix 1.
- Good Delivery Standards for Form 996E
- Questions and answers

Description of Form 996E, Warehouse Provider Release and Transfer
A fully executed Form 996E, Warehouse Provider Release and Transfer, is required when an interim financing arrangement exists between the Seller and a Warehouse Provider. Under such an arrangement, the Warehouse Provider has agreed to provide the Seller interim financing in exchange for a security interest in, or beneficial ownership of, mortgage loans that are offered for sale to Freddie Mac. By executing and transmitting Form 996E to Freddie Mac, the Warehouse Provider agrees to release, relinquish, transfer and assign to Freddie Mac, any and all rights, title or interest, of whatever nature that the Warehouse Provider has in the Mortgages listed in Appendix 1, Schedule of Pledged Mortgage(s), or delivered with Form 996E.

Before beginning this process, you must verify that your Warehouse Provider has completed and submitted to Freddie Mac for approval an original, executed Form 990SF, Warehouse Provider Certificate of Incumbency, with Exhibit A, a resolution that authorizes identified employees to instruct Freddie Mac to transfer funds or securities to the Warehouse Provider as required in Guide Section19.13 and 19.4.

Enter Settlement Details
You are required to enter settlement details in the Selling System for the contract and the mortgage loans associated with that contract before building forms. The table below identifies the actions to take in the Enter Settlement Details screen based on the contract type.

For improved efficiency, we recommend accessing the Enter Settlement Details function from the Loan Options box within the Contract Details screen. This will reduce time spent searching for loans.

<table>
<thead>
<tr>
<th>Enter Settlement Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Action</strong></td>
</tr>
<tr>
<td>Select a set of wire instructions</td>
</tr>
<tr>
<td>Select a Servicer Identifier to designate the Servicer</td>
</tr>
<tr>
<td>Enter a Requested Settlement Date</td>
</tr>
<tr>
<td>Document Custodian</td>
</tr>
</tbody>
</table>
### Enter Settlement Details

<table>
<thead>
<tr>
<th>Action</th>
<th>For Guarantor / MultiLender Contracts</th>
<th>For Cash Contracts</th>
</tr>
</thead>
</table>

#### Example of The Enter Settlement Details Screen

- **Selling**
  - Enter Settlement Details: Cash

To update loan details, select the appropriate information to update (e.g. Wire Instructions, Servicer Identifier). Next, select your loans and click update loans.

#### Example of the Enter Settlement Details: Results screen

- **Selling**
  - Enter Settlement Details: Results

**The following loans have been successfully updated**

<table>
<thead>
<tr>
<th>Seller Loan Identifier</th>
<th>Investor Contract Identifier</th>
<th>Contract Expiration Date</th>
<th>Requested Settlement Date</th>
<th>Wire Instruction</th>
<th>Warehouse Lender</th>
<th>Servicer Identifier</th>
<th>Custodian</th>
<th>Loan Reference Product Label</th>
<th>Interest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/13/2015 10/21/2015</td>
<td>12345</td>
<td>11/13/2015</td>
<td>ASAP</td>
<td>30-Year Fixed Rate</td>
<td>Conventional</td>
<td>4.375%</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<< Back To Update Loans
<< Back To Search
### Create / Build Form 996E

After entering settlement details, you are ready to build Form 996E and Appendix 1.

Appendix 1, Schedule of Pledged Mortgages, lists mortgages to be sold to Freddie Mac. It automatically prints along with Form 996E. The Form 996E and Appendix 1 will each contain a seven-digit Form 996E ID number for tracking purposes. Both forms are required for processing and acceptance by the Warehouse Provider and by Freddie Mac.

Follow the steps below to build Form 996E:

#### Create/Build Form 996E and Appendix 1

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action / Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>From the Loan Options box of the Contract Details screen, click Build Form 996E. The system will advance you to the Create/View Certification Forms: Build screen.</td>
</tr>
</tbody>
</table>

![Summary of Contract Terms](image)

|------------------|-------------|----------|-----------------------|----------------------|--------------------------|---------------------------|---------------------------|-------------------------------|---------------------------------|-----------------------------------|---------------------------|-------------------------------|---------------------------------|--------------------------------|-------------------------|

Interest Rate Range: 3.500% 3.625% 3.750% 3.875% 4.000%

Contract Price: 100.046 101.053 101.794 102.418 103.142
# Create/Build Form 996E and Appendix 1

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action / Result</th>
</tr>
</thead>
</table>
| 2      | In the Create/View Certification Forms: Build screen, select the mortgage loans (s) to include on Appendix 1 by clicking either the check box to the left of the Investor Contract Identifier, the box to Select Page (all loans on the page), or Select All (all loans).  
**TIP:** Click the column header for Investor Contract Identifier, Seller Loan Identifier or Primary Borrower Name. This will allow the loans to display in sequential order on Appendix 1. |
| 3      | Click Build Form. |
| 4      | The forms display in PDF format.  
Example of Form 996E |
Create/Build Form 996E and Appendix 1

<table>
<thead>
<tr>
<th>Step</th>
<th>Action / Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Forward Form 996E and Appendix 1 (together) to the Warehouse Provider for processing. <strong>Tip:</strong> Contact the Warehouse Provider to verify that it can process your request timely. It is your responsibility to have the executed Form 996E with Appendix 1 delivered in time to fund your contract.</td>
</tr>
</tbody>
</table>
| 6    | The Warehouse Provider must:  
  - Review the 996E and Appendix 1: The Schedule of Pledged Mortgages and compare them against their records  
  - If the forms are satisfactory and accurate, an employee of the Warehouse Provider who is identified on the Warehouse Provider’s Certificate of Incumbency Form 990SF, and authorized by the Warehouse Provider’s governing body resolution (an “Authorized Employee”) must sign and date the Form 996E. Verify that your Warehouse Provider has completed and submitted to Freddie Mac, |
### Create/Build Form 996E and Appendix 1

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action / Result</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>and that Freddie Mac has approved, the Certificate of Incumbency and related documents as required in Guide Sections 19.4 and 19.13</td>
</tr>
<tr>
<td></td>
<td>• Deliver the executed Form 996E with Appendix 1 to Freddie Mac as a paper copy by regular mail or overnight delivery service, or as an Electronic Record copy attached to an email to Freddie Mac, at the address indicated at the bottom of the Form 996E</td>
</tr>
</tbody>
</table>

**Note:**
Only the Warehouse Provider may deliver the Form 996E and Appendix 1 to Freddie Mac.

Mortgage documents should be delivered directly to the Document Custodian for verification and certification pending purchase. Be sure to instruct your Warehouse Providers not to forward extraneous documents such as bailee letters with Form 996E and Appendix 1.

### What happens next?

Freddie Mac's Customer Support 996E area will review Form 996E and Appendix 1 and compare the listing of Pledged Mortgages against mortgage data in the Selling System.

If the information is satisfactory and complete, Freddie Mac will update the Selling System to indicate the Warehouse Lender released Form 996E. Access the View Warehouse Lender Release function to view details on the release.

If there are discrepancies with the documents received from the Warehouse Provider or data in the Selling System, we cannot process Form 996E for release in the Selling System. When this occurs, you will be contacted by Freddie Mac's Customer Support 996E area to discuss how to remedy the issue.

**Note:**
Freddie Mac will not review a Form 996E unless the Warehouse Provider has already submitted, and Freddie Mac has accepted, a Form 990SF, Warehouse Provider Certificate of Incumbency and related documents, as described Guide Section 19.4 and 19.13.

**TIP:** Freddie Mac recommends Sellers review the contents of the email notification forwarded by the Warehouse Provider to verify the completeness of the documents. Missing and incomplete information will delay Freddie Mac's processing of your request.

7 | Access the Selling System to verify that the Warehouse Provider has released Form 996E. Go to the left navigation and click Loan Pipeline to access the Loan Pipeline search screen. Select the Advanced Search tab and click List Loans. |
### Create/Build Form 996E and Appendix 1

<table>
<thead>
<tr>
<th>Step #</th>
<th>Action / Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>The search results display. Go to the column titled “996E Completed Date” to view the date and time the 996E was processed by Freddie Mac and released in the Selling System. Please allow Freddie Mac 4 business hours from receipt of the documentation from the Warehouse Lender to review and process the request. Contact Customer Support for assistance (800-FREDDIE). TIP: To limit your search to only Form 996E, use the View Warehouse Lender Release function located on the left navigation.</td>
</tr>
</tbody>
</table>

### Good Delivery Standards for Form 996E

Meeting Freddie Mac’s Good Delivery Standards and adhering to our delivery guidelines will facilitate timely funding. Freddie Mac must receive a fully executed Form 996E and Appendix 1 as follows:
Guarantor / Multilender  
On or before 12:30 p.m. (ET) at least one Business Day before the Final Delivery Date.

Cash  
On or before 12:30 p.m. (ET) at least one Business Day before the Funding Date or the Purchase Contract Expiration Date, whichever occurs first.

To avoid delays, work closely with your Warehouse Providers, advise them not to attach any extraneous document such as a “bailee letter” or Form 1034, and make them aware of Freddie Mac’s delivery timelines and applicable requirements. For more information on Freddie Mac’s Good Delivery Standards, access the following job aids:

- Good Delivery Standards for Fixed-rate Guarantor, MultiLender Swap and WAC ARM Guarantor
- Good Delivery Standards for Cash

Frequently Asked Questions
We’ve compiled a list of frequently asked questions raised by customers. Refer to this section of questions and answers to help you troubleshoot issues.

# Questions and Answers

1  Q: What documents are required by Freddie Mac to purchase Pledged Mortgages?  
   Note: Freddie Mac will not review Form 996E unless the Warehouse Provider has already submitted, and Freddie Mac has accepted, a Form 990 SF, Warehouse Provider Certificate of Incumbency and related documents, as described Guide Section 19.4 and 19.13.

   A: In addition to standard requirements, Seller’s Warehouse Provider must complete, execute and deliver to Freddie Mac a duly authorized Form 996E with Appendix 1, The Schedule of Pledged Mortgages. Appendix 1 may contain multiple pages for contracts with multiple mortgage loans.

   To expedite processing of forms, list loans in sequential or alphabetical order. Do this by accessing the Create/View Certification Forms: Build screen and click the column header Investor Contract Identifier, Seller Loan Identifier or Primary Borrower Name.

2  Q: When creating certification forms, which form should I build first, the Form 1034E or 996E?  

   A: After Entering Settlement Details, build Form 996E (and Appendix 1) first followed by Form 1034E.

3  Q: The loan/contract has not funded and the status in the Selling System has not changed since yesterday.

   A: If the status in the Selling System has not changed in 24 hours and you are unable to determine/resolve the reason, contact Customer Support (1-800-FREDDIE, select option 3).

4  Q: I need help building and/or rebuilding Form 996E. Whom should I contact?  

   A: For help with building or editing forms, please contact Customer Support (1-800-FREDDIE, select option 3).

5  Q: How do I remove a loan from the Appendix 1 or Form 1034E?  

   A: For help with removing a loan from the Appendix 1 or Form 1034E, please contact 1-800-FREDDIE.
Questions and Answers

6  Q: The Warehouse Lender tells me they delivered / transmitted Form 996E and Appendix 1 to Freddie Mac but Freddie Mac has not received them.
   A: Contact your Warehouse Lender/Provider and ask them to resend the forms to Cust_Support_996@freddiemac.com.

7  Q: How much time should I allow Freddie Mac to review and process the Warehouse Lender Release?
   A: Please allow Freddie Mac a minimum of four business hours to review and process the forms.

Refer to the following resources:

- Form 996E and Form 1034E Document Delivery Flow (insert URL (new) here)
- Selling Mortgages to Freddie Mac for Cash User Guide
- Selling Mortgages to Freddie Mac Guarantor and MultiLender Swap User Guide

For additional assistance or questions regarding the Form 996E or Appendix 1, please contact Customer Support (1-800-FREDDIE, option 3).

Disclaimer:
This document is not a replacement or substitute for the information found in the Single-Family Seller/Servicer Guide, and /or terms of your Master Agreement and/or Master Commitment.

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